

Orange Community Education & Recreation

JOB DESCRIPTION

- Position:** Youth Operations Associate
- Program Area:** Youth Program of Orange Community Education & Recreation
- Schedule:** Part-time salaried position 12:00-5:00pm – 235 days
- Reports to:** Youth Coordinator

The Youth Department of Orange Community Education & Recreation provides comprehensive Afterschool, Saturday and Summer Enrichment programs for students in grades K-12.

Requirements & Qualifications:

Excellent organizational, operations, marketing, public relations and computer skills. Must be detail oriented and possess follow-up skills.

Knowledge of billing operations, billing systems, collections, deposits, etc.

Ability to handle and prioritize diverse and changing duties with commitment to serving the public, specifically youth and families.

Ability to team and collaborate with a dedicated and enthusiastic team of community education and recreation professionals in public school setting year round.

Should be adept in human relations with peoples of all ages and exhibit positive personality traits including enthusiasm, initiative and professionalism. Must possess strong customer service commitment.

Must have a bachelor's degree in a related field.

Must meet general qualifications as established by the Orange City Schools and Orange Community Education and Recreation department for this position.

Duties & Responsibilities:

- Provide overall operations support and services for the Orange Community Education & Recreation youth department team.

- Be responsible for the support and organization of the Open Door School Age Care program in the areas of:
 - Billing operations - collection of payments deposits, and refunds, etc.
 - Attendance – weekly attendance sheets, tracking daily attendance
 - Office – phones, parent questions, program information
 - Maintain student records
- Coordinate all necessary paper work for the smooth and efficient operations of Youth Enrichment classes:
 - Registrations
 - Class records
 - Program evaluations
 - Refunds
 - Instructor packets
 - Purchase orders, invoices etc.
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- Utilize computer skills to manage and develop electronic marketing techniques, operations, procedures etc.
- Work with the Youth Program Associate to implement the Youth program marketing plan including materials such as flyers, mailings, email communications etc.
- Review general program operations and procedures and make recommendations for improvement.
- Develop a positive working relationship with all parents as partners in the program.
- Learn and be able to implement all emergency procedures and enforce all building and departmental safety procedures.
- Participate in recommended training programs, workshops and conferences and share these experiences at a regularly scheduled staff meeting.
- Work as a committed team member with all staff in promoting and exemplifying the mission, principles, goals and philosophies of the department and schools to the community and public at large.
- Develop a thorough understanding of the department’s overall philosophy with regards to community education and its reliance on community involvement.
- Work all scheduled registration fairs and Jubilee or other community event weekend as well as other special events or programs as required.
- Perform other duties or responsibilities as may be assigned by department administrators.